



## Muskingum Watershed Conservancy District Position Description and Requirements

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<b>Position Title:</b>	Park Services Specialist	<b>Date:</b>	December 19, 2016
<b>Department:</b>	Recreation	<b>Classification:</b>	Seasonal (S)/ Variable (V)
<b>Reports to:</b>	Park Mgr and/or Asst. Park Mgr	<b>FLSA Status:</b>	Non-exempt
<b>Directly Supervises:</b>	None		

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### Summary of Responsibilities

Assists with daily operations of the park and educates the public on the policies, rules, and regulations of MWCD. May perform basic maintenance, grounds keeping, and light construction tasks.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions** *include the following. Other duties may be assigned.*

Greets guests in a positive and professional manner. Assists gate and registration with lot checks, deposits, checking car passes, and assists with handling bank deposits.

Responds to visitor questions, requiring the basic knowledge of the MWCD and the park. Provides brochures and gives directions.

Conveys basic park rules and regulations and communicates with staff and public safety officials during emergencies. Responsible for preventative measures and enforcing MWCD rules and regulations.

Notifies Park Ranger of any suspicious persons on park grounds.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of any customer issue that requires further attention.

### Skills and Abilities

**Education:** High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

**Experience:** Prior experience in working with the public is required. Experience with basic maintenance and grounds keeping activities are desired.

**Computer Skills:** Basic computer skills required

**Certifications & Licenses:** Driver's license valid in the state of Ohio

Abilities: Good communication skills and the ability to work well with the public are required.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Other Requirements, Expectations, or Unusual Conditions**

Overtime work is required as necessary. This position requires weekend, evening and holiday work. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions; and risk of electrical shock.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed \_\_\_\_\_

Date \_\_\_\_\_